

Applicant's Name _____



Resume and Application Scoring Rubric

<u>Evaluation Criteria</u>	Outstanding	Good	Adequate	Weak	Inadequate
Review each item and mark the appropriate score.	5	4	3	2	1

Section I: Application					
Was the application thorough and complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was there correct usage of grammar and spelling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the applicant follow directions?	<input type="checkbox"/>				<input type="checkbox"/>
Add the scores and place total below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION I SCORE: (15 points available)					

Section II: Resume					
Was the layout of the resume clean, with information easily found?	5	4	3	2	1
Did the resume convey experiences and accomplishments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was there correct usage of grammar and spelling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add the scores and place total below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION II SCORE: (15 points available)					

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Interview Scoring Rubric

<u>Evaluation Criteria</u> Review each item and mark the appropriate score.	Outstanding	Good	Adequate	Weak	Inadequate
	5	4	3	2	1
Section III: Student's Interview					
Did the applicant have a proper greeting? (Ex: handshake, "hello" greeting, etc.)					
Was the applicant neatly groomed, and wearing professional attire?					
Were the applicant's answers authentic, confident, and positive?					
Did the applicant demonstrate satisfactory communication skills in the following areas:					
Did the applicant use proper grammar, pronunciation, pleasant voice and tone?					
Did the applicant have good posture, gestures, and eye contact?					
Did the applicant provide appropriate answers the interview questions? (Ex: answers not too: short, off topic, rambling, or excessively long.)					
Did the applicant demonstrate they understood and could articulate the importance this opportunity would have to their future career?					
Did the applicant volunteer additional information? (pertinent to the interview)					
Did the applicant have an understanding of the skills or knowledge they will learn from their employment?					
Did the applicant demonstrate initiative and enthusiasm for the Work Scholars Program and/or their potential worksite opportunity(ies)?					
Did they ask appropriate questions?					
Did the applicant organize their answers clearly, demonstrating evidence that was applicable to the question? (Ex: S.T.A.R. method for answering behavioral based questions)					
Did the applicant articulate the knowledge, skills, abilities, and interests they might have to offer a Work Scholar's worksite?					
At the close of interview, did the applicant express a thank you and/or conclude the interview effectively?					
Add the scores and place total below.					
SECTION III SCORE: (70 points available)					
Comments:					

Interviewer's Name: _____

Total Score (100 points available) _____